



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

May 3, 2023

DIVISION MEMORANDUM  
No. **197** s. 2023

**RECONSTITUTION AND DESIGNATION OF THE SCHOOLS DIVISION OFFICE  
HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB)**

TO: OIC, Office of the Assistant Schools Division Superintendent  
Chief Education Supervisors  
Curriculum Implementation Division  
School Governance and Operations Division  
Education Program Supervisors  
Public Schools District Supervisors  
Heads of Public Elementary, Secondary and Integrated Schools  
All Others Concerned

1. In view of the recruitment, selection, appointment, and other related personnel actions of this office, and pursuant to CSC MC No. 14, s. 2018 (2017 Omnibus Rules on Appointments and Other Human Resource Actions, Revised July 2018), and DepEd Order No. 19, s. 2022 titled Department of Education Merit Selection Plan, the Schools Division Office Human Resource Merit Promotion and Selection Board (HRMPSB) is hereby reconstituted, to wit:

<b>Chairperson</b>	<b>MA. LUNIE B. SAMPANI, CPA, MPA</b> OIC – Office of the Assistant Schools Division Superintendent	
<b>Members:</b>	<b>Principal member</b>	<b>Alternate member</b>
<b>Chief of the School Governance and Operations Division</b>	<b>MARLON P. DESTREZA, EdD</b> Chief Education Supervisor-SGOD	<b>EDNA B. AZCARRAGA, PhD</b> Education Program Supervisor - SGOD
<b>School Head or Chief of Division where the vacancy exists</b>	School Head  Chief of Division	Asst. School Principal/School's Administrative Officer/Designated representative of the school head  Designated Representative of the Chief of the Division
<b>Administrative Officer V</b>	<b>KENNETH D. ANOCHE EPS II-ALS</b> OIC, Office of the Administrative Officer V	<b>RONALD D. DILE</b> Senior Education Program Specialist - M & E, SGOD



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<b>Administrative Officer IV -HRMO</b>	<b>MA. SHARON S. BARRIENTOS</b> Administrative Officer IV /HRMO	<b>IMMACULADA J. AMORES</b> Senior Education Program Specialist – HRDD, SGOD
<b>Additional Members:</b>	<b>Principal member</b>	<b>Alternate member</b>
<b>Representatives</b>	<b>For Teaching Positions:</b>  For Elementary: <b>LORNA V. BONILLA</b> President, PESPA  For Secondary: <b>JOHNNY P. PUGON</b> President, CADASSA	<b>MERCY B. BARROA</b>   <b>CHARLIE D. BEGAS</b>
	<b>For Non-Teaching Positions:</b> Level 1: <b>RANDY ALANTUSON</b> Administrative Assistant III  Level 2: <b>MAY EVAN DELA CRUZ</b> Administrative Officer II	<b>MARJORIE GERAPUSCO</b> Administrative Assistant III  <b>SCARLETTE SALAZAR</b> Administrative Officer II
	<b>For School Administration, and Teaching-Related Positions:</b>  <b>REYNALDO D. AZCARRAGA</b> President, CAPSTEA	<b>LOURDES V. OROPIO</b>
<b>Secretariat:</b>		
<b>AGNES B. GALLARDO</b> , Administrative Assistant III		
<b>CHERRY V. AMINOSO</b> , Administrative Assistant III		
<b>MARY JOY F. BOÑALES</b> , Administrative Aide VI		
<b>CHRISTINE ABIGAEL DEGALA</b> , Administrative Aide VI		

2. The HRMPSB shall assist the appointing officer/authority in the judicious and objective selection of candidates for appointment in accordance with their responsibilities, such as:



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- a. Develop a System of Ranking Positions (SRP) which shall be submitted for approval of the appointing officer / authority, copy furnished the CSC and the field offices for reference purposes;
  - b. Recommend to the appointing officer / authority the designation of the subcommittee/s and technical working group/s, as deemed necessary, to assist in the conduct of comparative assessment of applicants, and facilitate the evaluation process;
  - c. Evaluate and deliberate the qualifications of all applicants in accordance with the MSP policy, and the provisions of the ORAOHRA, and relevant hiring guidelines;
  - d. Make a systematic assessment of the qualifications and competence of applicants for appointment to the vacant positions;
  - e. Develop and conduct further assessment such as written examination, skill test, behavioral events interview, and others, as deemed necessary;
  - f. Submit to the appointing officer / authority the CAR/CAR-RQA, highlighting the top five (5) ranking candidates or less, and Minutes of the Deliberation;
  - g. Maintain fairness and impartiality in the assessment of applicants;
  - h. Respond to queries and/or complaints pertaining to the comparative assessment results;
  - i. Recommend areas of improvement to DepEd Central Office through proper channels, on the recruitment, selection, and placement policies; and
  - j. Perform other related functions as may be assigned.
3. Membership to the HRMPSB shall be considered a regular duty, and shall be treated with utmost priority.
4. Immediate dissemination of and strict compliance with this Memorandum are directed.

**MIGUEL MAC D. APOSIN EDD, CESO V**  
Schools Division Superintendent

Encl.: As stated  
Reference: As stated  
To be indicated in the Perpetual Index  
under the following subjects:

APPOINTMENT	POLICY
EMPLOYMENT	RECRUITMENT
HIRING	SELECTION



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